

**CONSERVATION INNOVATION GRANTS**  
**Mississippi State Component**  
**FISCAL YEAR 2005 APPLICATION PACKAGE CHECK LIST**

---

- ☐ **1. Application Cover Sheet:** Completed Standard Form 424
- ☐ **2. Project Abstract:** (1 page maximum)
  - a. Project title;
  - b. Project duration;
  - c. Name, address, telephone, email and other contact information for project director;
  - d. Names and affiliations of project collaborators;
  - e. Estimated number of EQIP eligible producers involved in the project;
  - f. Project objectives and natural resource concern(s) to be addressed;
  - g. Summary of the work to be performed;
  - h. Total project cost; and,
  - i. Total federal funds requested.
- ☐ **3. Narrative Section (Project Description):** (10 pages maximum, double spaced, single sided, 12 point font, with one-inch margins)
  - a. Project background;
  - b. Project objectives;
  - c. Project methods;
  - d. Location and size of project or project area (include a map if possible);
  - e. Producer participation;
  - f. Project action plan and timeline;
  - g. Project management;
  - h. Benefits or results expected and transferability;
  - i. Project evaluation; and,
  - j. Environmental impacts.
- ☐ **4. Past Performance Information:** Provide a brief description of previous work performed, including the requested list of five (5) references, if applicable.
- ☐ **5. Budget Information:** Submit a detailed budget narrative and a completed Standard Form 424A. Complete the Standard Form 424A as per the sample provided.
- ☐ **6. Declaration of EQIP Eligibility:** Include a statement indicating that the proposed project will involve EQIP - eligible producers.
- ☐ **7. Declaration of Beginning Farmer or Rancher or Limited Resource Farmer or Rancher or Indian Tribe (Special Provisions):** If applicable, include a statement declaring your status as a Beginning Farmer or Rancher or Limited Resource Farmer or Rancher or Indian Tribe or Community-based Organization representing these entities.
- ☐ **8. National Component Competition:** State whether or not this application has been, or will be, submitted in the CIG National Component competition.
- ☐ **9. Certifications:** Complete Standard Form 424B.
- ☐ **10. Submissions:** Mail one signed original and six copies of each application package and include an electronic copy on a compact disc (CD).

**Note:** All forms and worksheets can be found at:

[http://www.ms.nrcs.usda.gov/CIG\\_Mississippi.html](http://www.ms.nrcs.usda.gov/CIG_Mississippi.html)